

Safety Inspection Checklist

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Facility	Location	Date	Inspection by
Purpose: To examine and observe the individual locations as to safety conditions and security. Procedure: The individual should answer all items on the checklist and list detailed comments on all problem or potential problem areas. The checklist is to be submitted to safety committee for follow-up once completed and acknowledge by the location supervisor.			
Posting Requirements: 1 Are OSHA notices posted on employee bulletin boards? 2 Are emergency telephone numbers posted for police, fire and ambulance?	Yes <input type="checkbox"/> <input type="checkbox"/>	No <input type="checkbox"/> <input type="checkbox"/>	<u>Comments</u>
Safety: 1 Are exits kept clear of obstructions? 2 Are all exits properly marked and illuminated (If applicable)? 3 Is the emergency lighting system tested monthly? 4 Are AEDs checked on a monthly basis? 5 Are fire extinguishers checked on a monthly basis? 6 Are areas around fire extinguishers kept clear of obstructions? 7 Are first aid kits restocked on a monthly basis? 8 Is storage in storage closets kept at least 18 inches below sprinkler heads?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Housekeeping: 1 Are aisles and work areas kept clean and free of tripping hazards? 2 Are all aisles width at least 3 feet?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
Electrical: 1 Are extension cords and plugs properly grounded? 2 Is the use of extension cords limited to only temporary use? 3 Is the over condition of the extension cords satisfactory? 4 Are electrical panels kept clear for easy access?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Reviewed by:

Division Head

Date

Reviewed by:

Bureau Manager

Date